

How do I update or add a Gaggle Administrator?

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The Gaggle Administrator is an individual who oversees the service from a technical standpoint for an entire school or district. This user will have access to user data for assigned groups of accounts, as well as access to school or district settings. See Gaggle Access Levels below to view the different types of Gaggle Administrators available.

In order to add a new Gaggle Administrator, you will need to be an Administrator yourself. Also, it is important that you exercise caution in selecting an individual for role, because they will have access to data for all groups to which they are assigned, whether for schools or the entire district.

Follow these steps to add a new Gaggle Administrator:

1. Log in to your Gaggle account at <https://apps.gaggle.net>.
2. Select the Admin tab, located at the top of the interface.
3. Perform a search in the top toolbar for the individual whom you are adding as a Gaggle Administrator and select the individual from the search results.
4. In the Access Level field, select the appropriate option. Review the [Gaggle Administrator Access Levels](#) if necessary.
5. When finished, select Save.

If the individual needs be an administrator over multiple schools, you will need to utilize the Group List feature. Follow these directions, in addition to those provided above:

1. First, confirm that you know the Gaggle School IDs for all of the schools your that your user will need to access. These can be found by going to the Admin tab and choosing School List in the left panel.
2. Select the Admin tab, then perform a search in the User List for your desired user account.
3. Be sure that the user has either a School Master or School Administrator access level. Otherwise they will not be able to access the Gaggle Safety Management Dashboard.
4. In the Group List field, enter the Gaggle School ID for all school groups for which you want this user to have data access. Then select the blue Save icon when finished.

No labels